

**Administrative Staff College of India under the
Dr Kakarla Subbarao Centre for Health Care Management
Post Graduate Diploma in Management (Hospital Management)**

Administrative Staff College of India under the Dr Kakarla Subbarao Centre for Health Care Management runs a full time Post Graduate Diploma in Management (Hospital Management) (PGDHM) for the last eighteen years.

Applications are invited for the following position:

Admissions Coordinator

Qualification:

Essential Qualification: Any Graduate from reputed institutions

Desirable Qualification: Post-Graduate Degree / Diploma in Management with specialization in Marketing

Job Description:

1. Responsible predominantly for measurable results in admissions of students pursuing AICTE-approved ASCI Post-Graduate Diploma in Management (Hospital Management)
2. Liaison and work in close coordination with stakeholders (hospitals, healthcare organizations, educational institutions (medical, dental, pharmacy, physiotherapy, para medical etc.) for admissions
3. Visit to colleges regularly both in Hyderabad and other cities for potential admissions and Conduct regular events to increase visibility of the Hospital management program Interact with potential students, parents and also will be responsible for coordinating, all admission data sources and Planning, coordinating and overseeing promotional events, campus tours, student interviews, and admissions activity initiatives process of PGDM (Hospital Management) program
4. To maintain regular follow-up with leads through phone calls, emails, and other communication channels to nurture their interest and address any further inquiries
5. To update and maintain accurate records of interactions and communications with leads
6. Preparing and maintaining the details of the students' data and taking regular follow up for the admission.
7. Guiding the students for the loan processes and other fee related queries and processes.

8. Responsible for achieving 100% targets assigned by the Program Director and Admissions Officer
9. Pleasing and outgoing personality and ability to work in teams
10. Willingness to travel
11. Will work under the overall guidance of the Dean of Training Programs & Director, Dr Kakarla Subbarao Centre for Health Care Management and report to Admissions Officer, PGDM (Hospital Management)

Expected Profile and Essential Experience:

1. Atleast five years of hands-on experience in a similar role-responsibility in an established and reputed academic institution;
2. Demonstrated knowledge of Health/Hospital sector will be added advantage
3. Good proficiency in the use of MS Office (Word, Excel, Power Point)
4. Excellent oral and written communication skills

Age: 30-40 years

Remuneration: Consolidated salary of Rs 45000. Not a constraint for the right candidate with experience

Job Location: Hyderabad, Telangana

Deadline for Applying: The last date for receipt of applications is 15th December 2023
Interested candidates can send as soft copy their applications attaching detailed resume, expected salary, previous salary details and names and contact details of three references to:

Director

Dr Kakarla Subbarao Centre for Health Care Management

Administrative Staff College of India

College Park Campus, Road No 3, Banjara Hills, Hyderabad – 500 034

Phone: 040 – 66720712

Mobile: 9989436331

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